



# ROCKFORD POLICE DEPARTMENT

## GENERAL ORDER

**NUMBER:** 30.05

**TITLE:** Police Chaplains

**SERIES NUMBER:** 30

**SERIES TITLE / SUBJECT:** Personnel Process

**TOPICS/ REFERENCE:** Head Chaplain, Chaplain Supervisor, Chaplain, Duty Chaplain

**APPENDICIES:** A, B

**ORIGINAL EFFECTIVE / ISSUE DATE:** February 13, 2008

**DATE OF LAST REVISION:** January 16, 2015

**THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED**

**CALEA STANDARDS:**

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### Policy:

It shall be the policy of the Rockford Police Department to establish and maintain a Police Chaplain Division composed of local clergy who act in a non-sworn voluntary status under the direction of the Chief of Police and in accordance with this General Order. The Department does not endorse any particular religious affiliation.

### Purpose:

The purpose of this General Order is to establish a Chaplain Division in the Rockford Police Department, to define the areas of responsibility of the chaplains and to set forth some basic rules governing procedures. Any time an officer requests the assistance of a chaplain as authorized below, they shall include that information in their report of the incident. The facilities and resources of the Police Department shall be made available to aid the Chaplain Division whenever practical to do so.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. CHAPLAIN DIVISION VISION AND MISSION
- II. CHAPLAIN'S CREED
- III. ORGANIZATION
- IV. REQUIREMENTS
- V. APPLICATION PROCESS
- VI. ORIENTATION
- VII. INITIAL TRAINING

- VIII. FACILITIES ORIENTATION
- IX. PERSONAL ORIENTATION AND ASSIGNMENT
- X. OPERATIONAL SITUATIONS
- XI. PROBATIONARY PERIOD
- XII. ON-GOING TRAINING
- XIII. EVALUATION
- XIV. SEPARATION
- XV. RESIGNATION
- XVI. DUTIES AND RESPONSIBILITIES
- XVII. EFFECTIVE DATE
- XVIII. REVIEWS, REVISIONS AND CANCELATIONS

Appendix:

A. Rockford Police Department Chaplain Division Chaplain Agreement Form

I. Chaplain Division Vision and Mission

- A. The Vision for the Division is: A City living God's love
- B. The Mission of the Division is: As Chaplains, we seek to be the heart and hands of God by being available to emergency personnel, their families, and the community especially in times of crisis. We provide a listening ear, spiritual and emotional support, and effective referral for individual needs.

II. Chaplain's Creed: Believing that God is the answer to all people's dilemma, the Chaplain stands ready to bear witness to the forgiving love and redeeming power of God to all people confronted with crisis. Chaplains always seek to be responsive to God's leadership and pray that God will guide their words, thoughts, and actions as their life is made a channel of God's love.

III. Organization:

- A. The Chaplain Division shall be headed by the Head Chaplain and shall be staffed by as many Chaplains as necessary to accomplish the mission set forth above. A Chaplain Supervisor will provide assistance and act as a liaison between the Chaplains and the Department.
  - 1. Head Chaplain
    - a. The Head Chaplain shall be appointed by the Chief of Police, with the advice and consent of the President of the Police Benevolent and Protective Association Unit # 6.
  - 2. Chaplain Supervisor
    - a. The Chaplain Supervisor shall be appointed by the Chief of Police with the advice and consent of the Head Chaplain. The Chaplain Supervisor shall display and convey a degree of empathy which is conducive to the solution of personal problems.
  - 3. Chaplains
    - a. The Chaplains shall be appointed by the Chief of Police with the advice and consent of the Head Chaplain and Chaplain Supervisor.

IV. Requirements

- A. To serve as a Department Chaplain, an individual must

1. Be duly licensed or ordained by their ministerial board or denomination or a lay minister who has passed a chaplain training course and is a member in good standing of a local church with a written recommendation from the pastor, deacon or church board.
2. Be a part-time, full-time, or retired clergy
3. Have no felony convictions
4. Possess a valid Illinois driver's license
5. Consent to a criminal background check
- B. As a Chaplain, the individual will be available to
  1. Provide at least one 24 hour day of service per month including meeting with the Shift Commander during the day of service
  2. Attend three to four training meetings each year
  3. Provide the invocation at City Council meetings, if service duty falls on day of meeting
  4. Participate in ride-a-longs with police and fire several times per year

#### V. Application Process

- A. Prospective Chaplain submits Application for Volunteer Police Chaplain (Attachment I)
- B. Chaplain Supervisor reviews application and completes the following:
  1. Confirm ministerial credentials
  2. Contact references
  3. Requests a background check
- C. Application and supporting documentation is forwarded to Head Chaplain
- D. Upon approval by Head Chaplain, application is forwarded to Chief of Police for approval
- E. Once an individual has been accepted as a Chaplain, the following documentation is completed and appropriate approval signatures obtained:
  1. Chaplain's Agreement (Attachment II)
  2. Canon of Ethics (Attachment III)
  3. ID Card form (Attachment IV)
  4. Confidentiality Agreement (Attachment V)
  5. Computer Use Policy (Attachment VI)

#### VI. Orientation

- A. Review the purpose of the Chaplains program to provide ministry to:
  1. Active police, fire and city personnel
  2. Retired police, fire and city personnel
  3. Rockford citizens
  4. People passing through Rockford
- B. Discuss culture of police and fire departments, including:
  1. Chain of command
  2. Suspicious nature
  3. Polite but reserved
  4. Need to build trust with individuals
- C. Discuss ministry of presence—being available to listen but not necessarily “to do”
- D. Review sensitivity and diversity rules and issues

## VII. Initial Training

- A. Using the Chaplain Notebook, review
  - 1. Police Department General Order for Chaplain Division
  - 2. State's Attorney memorandum on clergy privilege
  - 3. Procedures for death and/or accident notifications
  - 4. Chaplains contact information and list of Chaplains
  - 5. Types of assistance calls
    - a. Financial assistance
    - b. Incarcerated person
    - c. Abuse victims
    - d. Transportation
    - e. Other requests for assistance
- B. Death Notifications
  - 1. Upon request, respond to given address for death notification
  - 2. Assist and provide support to family when RPD/RFD personal respond to scene and encounter a deceased family member
  - 3. Notify Coroner that notification has been given
  - 4. If no response at given address, check for other addresses with
    - a. 911 Operator
    - b. Shift Commander
    - c. Coroner
    - d. Neighbors
  - 5. If requested party cannot be located, notify Coroner and Chaplain Supervisor
  - 6. Provide details of death notification in report at conclusion of duty day
  - 7. See Death Notification Procedures (Attachment VII) for detailed procedures
- C. Critical Incidence Training conducted by Department personnel including
  - 1. Hostage situation
  - 2. Civil unrest
  - 3. Officer-involved shootings
- D. Program funding and reimbursement for financial assistance
  - 1. Sources of funds
  - 2. Qualifications for issuing assistance
  - 3. Reimbursement procedure
- E. Teddy bear program—issuing and recording of bears
- F. Department issued equipment—receipt, use and care
  - 1. Uniform shirts
  - 2. Chaplain's car
  - 3. Police radio
  - 4. Cell phone
  - 5. Building access card
  - 6. Chaplain photo ID
- G. Maintenance of paperwork and notebook updates

## VIII. Facilities Orientation

- A. Police facilities tour—building access, police department offices, Shift Commander's office, Chaplains office, Coroner's office

- B. 911 Center tour—building access, fire department administrative offices
  - C. Fire stations—provide map of locations and contact at each station
  - D. Police districts—provide map of districts and contact for each district
- IX. Personal Orientation and Assignment
- A. Shadow 911 Center Operator
  - B. Ride a couple times with Chaplain Supervisor
  - C. Ride a couple times with seasoned Chaplain
  - D. Participate in ride-a-longs with police and fire departments
    - 1. Police—schedule with Shift Commander
    - 2. Fire—schedule with EMS Coordinator
  - E. Chaplain assigned a duty day
- X. Operational Situations
- A. Concerns or unsafe feeling—contact Control 5 to request officer to accompany on call
  - B. Extraordinary call or questions—contact Chaplain Supervisor or, if not available, Head Chaplain. If deemed additional Chaplains are needed at the scene, contact the Chaplain Supervisor who will in turn call additional Chaplains.
- XI. Probationary Period
- A. The probationary period for new Chaplains is six months during which the Chaplain can be terminated or may choose to resign.
  - B. The Chaplain's activities will be closely monitored as follows:
    - 1. Chaplain is to notify Chaplain Supervisor when called out by 911 Operator with the type of call
    - 2. For extraordinary type of call, the Chaplain Supervisor will assist with call
    - 3. On duty day, Chaplain Supervisor may contact Chaplain on the radio and cell phone to see how they respond and to provide additional training on equipment
    - 4. On day following duty day, Chaplain reviews calls and files report with Chaplain Supervisor
    - 5. Chaplain Supervisor will follow up with department supervisors and agencies for feedback on how the Chaplain handled each call
  - C. At the end of the probationary period, the Chaplain Supervisor and/or Head Chaplain evaluate the performance of the new Chaplain. If performance is acceptable, the new Chaplain is notified and asked to confirm continuation in the program. If performance is unacceptable, the new Chaplain will be notified of areas of concern. The Chaplain will be given the option to extend the probationary period with additional training or termination.
- XII. On-Going Training
- A. The following training is offered to all Chaplains:
    - 1. Chaplain Division offers three or four training sessions per year
    - 2. FEMA computer-based training (NIMS: 100, 200 and 700 ICS)
    - 3. International Conference of Police Chaplains offer regional and national training with credentialing at various Chaplain levels
    - 4. Critical Incidence Training as provided through the Department

5. Critical Incident Stress Management (CISM) training and certification
6. Other training as recommended by Head Chaplain, Chaplain Supervisor, fire department or police department

### XIII. Evaluation

- A. The performance of each Chaplain will be evaluated annually by the Chaplain Supervisor using Evaluation form (Attachment VIII)
- B. Results from victim and family follow up surveys will be included in the evaluation
- C. If the performance of a given Chaplain does not meet the requirements and standards of the Chaplain Division, the evaluation will be reviewed by a team consisting of Chaplain Supervisor, Head Chaplain, and Chief of Police.

### XIV. Separation

- A. Separation process
  1. Immediate separation for actions that are egregious or unlawful
  2. For all other causes for separation
    - a. Chaplain Supervisor will provide a written notice with corrective action
    - b. With failure to respond to the corrective action, Chaplain will meet with the Head Chaplain, Chaplain Supervisor and police department liaison
    - c. Head Chaplain and Chaplain Supervisor will notify Chaplain of reinstatement or separation
- B. Upon dismissal, the Chaplain will immediately return their building access card, photo ID badge, and all other division issued equipment to the Chaplain Supervisor

### XV. Resignation

- A. If a Chaplain decides to leave the Chaplain Division, they will personally deliver a letter of resignation to the Chaplain Supervisor.
- B. Upon receipt of the letter of resignation, the Chaplain will return their building access card, photo ID badge, and all other division issued equipment to the Chaplain Supervisor.
- C. Copy of resignation letter is forwarded to Chief of Police

### XVI. Duties and Responsibilities:

- A. General
  1. The Head Chaplain, Chaplain Supervisor, and Chaplains are not law enforcement officers and shall possess no law enforcement authority other than that of any private person. They are commissioned by the Chief of Police and their responsibility is to assist Rockford Police Officers and other citizens of the city as outlined in this order. They shall in no way interfere with Officers in the performance of their duties.
- B. Head Chaplain
  1. The police chaplain shall report to the Chief of Police and shall be held responsible for matters pertaining to the operations of the Division.
  2. The administrative duties of the Head Chaplain shall include planning, organizing and directing the activities of the Chaplain Division.

3. The Head Chaplain will submit statistical reports on the activities of the Division from time to time as deemed necessary by the Chief of Police.
4. The Head Chaplain shall stand ready to assist the Chaplain Supervisor and Chaplains in the field service ministry of the Division at any time as the need may arise.

B. Chaplain Supervisor

1. The Chaplain Supervisor will report directly to the Chief of Police and the Head Chaplain.
2. The Chaplain Supervisor may be called on to assist police officers, civilian employees or citizens in a variety of situations including but not restricted to:
  - a. Serve as referral service for officers and their family members seeking professional help.
  - b. Make sure that the duty chaplain's vehicle is delivered and properly serviced.
  - c. Make sure that the duty chaplain responds and functions when needed.
  - d. Assist the duty chaplains in the performance of their duties.
  - e. Train chaplains in the understanding of the rules and regulations of the Rockford Police Department.
  - f. Conduct seminars to update chaplains with new policies and procedures.
  - g. Visit officers and their families while hospitalized.
  - h. Visit and provide assistance for retired officers, their families and their widows/widowers.
  - i. Log and file reports left by chaplains.
3. The discretion of the Chaplain Supervisor will be considerable. However, this discretion will be limited by the General Order, Rules and Regulations of the Fire and Police Commission and the Rules and Regulations of the Department, especially section III. 21. of the Police Department Rules and Regulations.

C. Chaplains

1. The Chaplains will report to the Chaplain Supervisor or Head Chaplain, as directed.
2. The Chaplains shall serve in accordance with the Chaplain Division Policies and Procedures, Appendix A.

XVII. Effective Date:

- A. The Department's policy on Police Chaplains became effective on February 13, 2008.

XVIII. Reviews, Revisions and Cancellations:

- A. This General Order is scheduled to be reviewed annually and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order 10.01 – Written Directives.
- B. This order is a revision of and supersedes General Order 30.05 – Chaplain Division issued May 1, 1974.

- C. Any employee with suggestions for revisions and/or improvements to this order is encouraged to submit their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

Chet Epperson

Chief of Police



**APPENDIX A**  
**ROCKFORD POLICE DEPARTMENT CHAPLAIN DIVISION**  
**CHAPLAIN AGREEMENT FORM**

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ hereinafter referred to as the "Chaplain" and the CITY OF ROCKFORD POLICE DEPARTMENT, hereinafter referred to as "Employer".

**WITNESSETH:**

IN CONSIDERATION of the several provisions hereinafter contained, IT IS AGREED between the parties hereto, as follows:

**I TERM**

The employer shall employ the Chaplain for an indeterminate period of time from the date hereof with continuation based on periodic performance reviews.

**II DUTIES**

THE POLICE CHAPLAIN SHALL:

Provide spiritual guidance and counseling to all members of the Police & Fire Departments, both sworn and civilian, and to their families in times of need.

Aid Rockford Police Officers and Rockford Firefighters as well as the citizens of Rockford through a field service ministry; provide spiritual guidance, counseling, comfort in times of crisis, and such physical help as the Chaplain is equipped to give on an emergency basis. This shall include putting people in contact with appropriate community agencies.

Report to the Head Chaplain and/or the Chaplain Supervisor and shall be held responsible for matters pertaining to the operations of the Division.

**III QUALIFICATIONS**

THE POLICE CHAPLAIN MUST:

Be a duly ordained or licensed minister or a lay minister who has passed a Chaplain training course and is a member in good standing of a local church with a written recommendation from the pastor, deacon or church board; Be a part-time, full-time, or retired clergy; Never have been convicted of a felony; Possess a valid Illinois Driver's License; Agree to the "Canons of Ethics for Law Enforcement Chaplains"; Sign a Computer Use Policy Form & a Confidentiality Agreement Form; and Give permission for a Criminal History Background Check

**IV CONSIDERATION**

The Police Chaplain shall receive compensation of One Dollar (\$1.00) per month and other valuable consideration. The Police Chaplain shall have the use of an official automobile while on duty during his/her term of service.

**V TERMINATION**

The Police Chaplain may voluntarily retire from or resign his/her position at any time. The Police Chaplain may be placed on (or returned to) probation or terminated at any time for poor performance, General Order violations, Ethics violations or "conduct unbecoming" of a Chaplain.

By:

City of Rockford Police Department By:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature, Police Chaplain

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Chief of Police

\_\_\_\_\_  
Date